

 <p style="text-align: center;">STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">Policies & Procedures</p>	<p>Authority: Wyoming Statute</p> <hr/> <p>ACA Standard 3-4157</p>	<p>Policy # 3.006 _____ :</p> <p>Section 3.0 _____ :</p> <p>Part III _____</p> <p>Title: Property Control</p>
<p>Approved:</p> <p style="text-align: center;">_____ Judith Uphoff /s/ Director</p> <p>Date Approved: <u>04/07/99</u></p>	<p>Effective Date: <u>April 7, 1999</u></p> <p>Supersedes Existing Policy # <u>A.R. #2.300 and D.D. 95-005</u></p> <p>Next Review Due: <u>April 7, 2000</u></p>	

I. Purpose

To provide the Wyoming Department of Corrections (WDOC) with a comprehensive set of guidelines for offender property control in all Wyoming correctional facilities/institutions.

II. Policy

It is the policy of the WDOC to provide a process which establishes the consistent management of offender property in all Wyoming facilities/institutions, and to assist in providing a safe and healthy environment for staff/employees and offenders.

III. Rationale

It is reasonable within the correctional setting to manage property in a way that contributes to the smooth running of the facility/institution. Management of offender property will contribute to the overall safe operation of the facility/ institution while ensuring reasonable levels of property for all custody levels.

IV. Definitions

- A. Abandoned Property: Any property found in an unauthorized area. Property left behind in the event of an escape is considered abandoned.
- B. Altered Property: Property changed, made different or modified in any way.
- C. Contraband: Contraband means any article or thing

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

belonging to or possessed by an inmate/offender which is prohibited by statute, rule or order from obtaining, possessing, or which the inmate/offender is not specifically authorized to obtain or possess or which the inmate/offender alters without authorization.

- D. Hobby: A pursuit outside one's facility/institutional assignment engaged in for relaxation and as authorized by the WDOC or Community Corrections Center.
- E. Hobby Craft: Arts and crafts projects and any associated materials, tools, equipment and supplies individually authorized at each facility/institution.
- F. Offender: An adult who has entered a plea of guilty or has been convicted of a misdemeanor or a felony and is committed to the custody or supervision of Wyoming Department of Corrections.
- G. Personal Property: Any offender property, other than state property, authorized by the property list, attached hereto as an example, or special memorandum, purchased or obtained through proper channels, in accordance with the offender's custody level and listed on a valid property inventory form.
- H. Property Matrix: A list identifying the maximum allowable property, state or personal, which an offender may possess based on their current custody classification or housing status.
- I. Regression: The return of an inmate to a former or higher custody level that is initiated because of a disciplinary action, or safety and security concerns of the institution/facility resulting from the inmate's behavior. Not to be confused with the voluntary return of an inmate for programmatic or medical needs and concerns.
- J. State Property: State clothing, bedding or

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

equipment issued to an offender by the WDOC.

V. Procedure

A. Department of Corrections property committee:

1. This policy and the matrix list of allowable property an offender may possess will be reviewed annually by all security managers who will comprise the property committee.
2. The committee shall be chaired by a person appointed by the Director or designee and who may or may not be a security manager.
3. Institutional/facility staff/employee members who serve as the property, commissary, and laundry supervisor will be consulted by the respective committee members as to changes, needs or modification to the policy governing property issues.
4. Property policy changes recommended by the committee will be presented to the wardens/superintendents, prison division administrator, Deputy Director and Director for review.
5. Revisions to the policy by the wardens/superintendents, prison division administrator and Deputy Director will be submitted to the Director for review and adoption.
6. Exceptions to authorized items must be approved by the property committee and must be work related. Requests for exceptions will be submitted through the appropriate superintendent(s) or warden(s) and forwarded to the prisons division administrator for review by the Deputy Director.

B. Limits of offender personal property:

1. The WDOC, through the institutions/facilities, will maintain a matrix list of authorized items an offender may possess. This list will be available

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

in all living areas and provided to offenders upon the initial assignment to a unit. This list will be reviewed annually by the property committee. Items sold in the commissary will be limited to the items on the list of allowable property. The Wyoming Honor Farm, the Wyoming Honor Conservation Camp, the Wyoming Women's Center and the Community Corrections Centers may authorize additional work related or items exclusive to the individual institutions/facilities not contained in the attached property list. Offenders at the Wyoming Honor Farm, Wyoming Honor Conservation Camp and Community Corrections Centers with authorized additional items must be informed that they must dispose of these items per this policy if they are returned to the Wyoming State Penitentiary or Wyoming Women's Center.

2. The amount of personal property allowed each offender will be limited to items which can be neatly and safely stored. Under no circumstances will any materials referred to in this policy and procedure be accumulated to the point of becoming a fire, sanitation, security or housekeeping hazard as determined by the security manager of each institution/facility.
3. Offenders will be allowed to maintain legal materials necessary for legal actions, personal mail and personal papers. The WDOC will limit the total allowable amount of legal materials, personal mail and personal papers to two (2) cubic feet. Legal material must be clearly marked and separated from personal mail and papers. Any amount of legal materials over two (2) cubic feet must be approved on an individual basis in writing by the warden/superintendent. In cases where a legitimate need for excess legal materials is shown, arrangements should be made for out-of-cell storage. This written approval must be placed in the offender's property file.
4. Property limits will be the maximum allowed property an offender may possess per their classification or housing status. Limitations on

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

allowed property may be placed for special management concerns related to safety, security and management of offenders on special status.

C. Hobby craft materials:

1. Each institution/facility may develop procedures for an institutional hobby craft program. The procedure shall require hobby craft items to be stored securely. The items must not present a fire, sanitation, security or housekeeping hazard as determined by the security manager of each institution. No flammable or toxic materials will be permitted in an offender housing area.
2. Institutions/facilities permitting hobby craft must notify all other institutions/facilities in writing of the types and quantity of hobby craft permitted.
3. Any offender possessing hobby craft materials must have written permission from the security manager to do so. The written authorization will be maintained in the offender's property file.
4. The warden/superintendent will be informed of hobbies allowed to the offenders as permission is given by the security manager.
5. Hobby shop/out-of-cell hobbies will be allowed as determined by the warden/superintendent of each institution/facility.

D. Offenders will be allowed two packages, pre-approved through the security manager, throughout the calendar year. Content of packages will be limited by the custody level or housing status of the offender. Packages must be received within thirty (30) days of approval.

E. Control and inventory of offender property:

1. It is every WDOC's employee/staff member's obligation to monitor and control inmate property.

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

This is essential to the safe and orderly function of an institution/facility.

- a. The institutions/facility will maintain a property file on every inmate in its custody.
 - (1) The property file will be created when the new commitment is received at the reception and assessment unit. All property accompanying the new commitment will immediately be inventoried; unauthorized items will be disposed of in the manner addressed in this policy.
 - (2) All memos and inventory sheets regarding an offender's property will be placed in the property file. The file will be maintained at the institution/facility where the offender is housed. In the event an offender is on long-term court ordered release, or transferred to a county jail or an out of state placement, the property file will be maintained at the respective penitentiary, ie., WSP or WWC. The file will be maintained until the offender is returned to the WDOC or is released from custody.
 - (3) Contents of the file will be maintained in chronological order with oldest material on the bottom and most recent on the top. Correspondence will be maintained on the left side of the file. Special memos and property inventory sheets will be placed on the right side of the file.
- b. When an offender is moved from one institution/ facility or housing unit to another institution/facility or housing unit, an inventory of the offender's personal property will be conducted both by the sending and receiving institutions/facilities or housing unit officer(s). The officer who

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

pulls the offender's property will be responsible to complete the inventory. The property inventory sheet should be signed by the offender before the move is completed. The offender's signature will constitute his/her acknowledgment that all of his/her property has been properly accounted for. Allowable property will be placed in a secure container and transferred with the offender when reassigned. The sending institution/facility will assure disposal of all property not allowed at the reassigned institution/facility or new custody level. This may include having the offender ship articles to a locale of their choosing at the offender's expense. No property will be sent to another institution without the offender property file and a completed inventory of the offender's property. The receiving institution or housing unit property officer shall verify the inventory within twenty-four (24) hours of the offender's arrival.

- c. When the offender does not constitute a threat to security the offender should be present to observe the inventory and assist in the identification and collection of all of the offender's property. The offender's presence should be documented on the inventory form by having the offender sign the form before the move is completed. Under NO circumstances should an offender be allowed to perform the inventory.
 - (1) When circumstances prevent the offender from being present for the inventory, the property will be immediately inventoried and secured.
 - (2) When an offender cannot be present, for whatever reasons, a second staff/employee member will be present for the inventory verification.
- d. If an offender is regressed to the WSP or WWC from the WHF, WHCC, or a CAC program, they

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

will be permitted to return with property allowable to an offender classified as medium security.

e. A complete inventory of each offender's property will be conducted a minimum of once every twelve (12) months.

f. All property will be listed on the offender property inventory sheet. The only items to be labeled as lot or bundles will be personal letters and legal materials. Property inventory sheets will be legible and will contain the following information:

(1) Name and number of offender;

(2) Date of inventory;

(3) Page number and number of total pages;

(4) Location of offender (institution/facility, living area the offender is leaving and the institution/facility living area the offender is moving to);

(5) Name(s) of officer(s) conducting the inventory;

(6) Location of property (other institution/facility, etc.);

(7) Number of items;

(8) Accurate description of items;

(9) Signature of offender, and date of signature at the time the offender regains possession of the property;

(10) Refusal of the offender to sign the property inventory sheet will be noted on the sheet;

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

(11) The officer conducting the inventory will note on the property inventory form if and why an offender is not present to sign the inventory sheet;

(12) Confiscated items shall be inventoried on a confiscation sheet. It will be noted on this sheet that the listed items have been confiscated, and the reason for such confiscation. This confiscation sheet will serve as the offender's receipt for confiscated items and a copy placed in the property file;

(13) The original completed property inventory sheet will go to the property officer for placement in the property file. A second copy will be placed in the unit file or remain with the inventoried property if the property is to be stored or transferred. A third copy will be given to the offender.

g. Institutional/facility transfer of hobby craft:

(1) When an offender is transferred to another institution/facility, all non-in-cell hobby craft items will be inventoried on a separate sheet and boxed separately to be sent to the property officer. The property officer will review the hobby craft inventory sheet to verify the offender is authorized to have the items listed.

(2) The property officer of the sending institution/facility will verify the receiving institution/facility has a non-in-cell hobby craft program which will accept the offender's hobby craft. All approved hobby craft will be sent to the security manager at the receiving institution/facility.

(3) If the offender is being transferred to

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

another institution/facility for disciplinary reasons, the hobby craft will be disposed of as instructed in section V, E, 1, g. of this policy.

- (4) The sending institution/facility will dispose of any completed or unauthorized hobby craft items as instructed in this policy. Non-in-cell hobby craft items not authorized by the receiving institution/facility will be disposed of as instructed in section V, E, 1, g. (see below property storage and disposition) of this policy.
- h. Securing of property: After all property is inventoried, the items shall be boxed and secured if they are to be stored or transferred with the offender to another institution/facility. The box shall be clearly labeled with the offender's name and institutional/facility number. Whenever possible, the box should be sealed in the offender's presence and not reopened until the property is reissued to the offender. Electrical may be clearly marked and tagged.
- i. Property storage and disposition: Each institution/facility will establish secure storage areas for offender property.
 - (1) The approved property of offenders placed in detention, in the infirmary or local hospital, or temporary court ordered release will be stored in the secured property storage area.
 - (2) Excess property, unauthorized property, completed hobby craft and property not permitted at the new custody level will be stored for ninety (90) days. It is the responsibility of the offender to send the institution/facility property officer a completed property disposition sheet authorizing the property to be donated, destroyed or mailed out at the

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

offender's expense. If the warden/superintendent permits, arrangements can be made through special memoranda for the property to be picked up from the institution/facility by an individual designated in writing by the offender.

- (a) If the property is to be mailed out, a completed withdrawal slip for postage due and insurance, if desired, must be attached to the property disposition form. The completed property disposition sheet must be received before the expiration of the ninety (90) day storage period.
- (b) If the offender fails to submit a property disposition sheet within the days allotted, the property will be considered abandoned.
- (c) When an offender whose property has been placed in storage is returned to the general population from detention, the hospital or court ordered release, the authorized property should be returned to the offender within time lines defined by the individual institutions.
- (d) When the property is returned to the offender, a staff member will go through the property and the inventory sheet with the offender.
- (e) The offender shall sign the property inventory sheet to confirm the property has been received.
- (f) If the offender refuses to sign, the property will be returned to the property storage area until the issue is resolved through the security manager/designee.

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

- (g) Contraband or abandoned property will be stored by the institution/facility for a one year claim period, after which it will be donated, destroyed or given to the State.
- j. An offender whose property is stolen, lost or damaged will have seven (7) days from discovery of such theft, loss or damage to report the incident in writing to the property officer at the institution/facility where the incident occurred. Failure to report stolen, lost or damaged property within seven (7) days of discovery will result in the forfeiture of the right to grieve the loss or damage.
- (1) The institution/facility responsible will provide for the replacement or repair of property lost or damaged due to negligence of staff/employee. Neither the WDOC nor the institution/facility will be responsible for the loss, damage or theft of property occurring as the result of any offender action, during the course of an institutional/facility disturbance or when an offender attempts to escape or escapes, or for any other reason not attributable to staff/employee negligence or misconduct.
- (2) The WDOC will be responsible for negligent loss and destruction of an offender's personal property to maximum aggregate of five hundred dollars (\$500.00). Offenders who accumulate personal property with an aggregate value of five hundred (\$500.00) will do so at their own risk.
- (3) If an offender wants to repair broken or damaged property for use for its original intended purpose, the property officer must be notified in writing within seventy-two (72) hours after the damage

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

occurs and before the repair is made. The property officer or designee will determine the practicality of having the repair made. If the repair is denied and the item cannot be used for its intended original purpose, the offender must send the item out of the institution/facility within thirty (30) days. Appropriate adjustments to the property file will be noted and signed by the property officer or designee.

- k. All property of an escaped offender will be considered abandoned.
 - (1) After the investigating officers clear the crime scene the property will be immediately inventoried. The property, with the completed property inventory sheet, will be secured for investigation.
 - (2) When it is determined that any of an escaped offender's property may be evidence in administrative disciplinary or criminal proceedings, it will be handled in accordance with institutional/facility and/or WDOC policy.
 - (3) At the conclusion of the investigation of the escape, all property not secured as evidence shall be declared as abandoned.
- l. Religious articles may be ordered with prior approval of the chaplain and security manager. Religious articles cannot exceed fifty dollars (\$50.00) in value. Religious medallions cannot exceed 1 ½" in length and diameter. All books, reading material, and religious articles must fit within a one (1) cubic foot box. Any religious article policy not in conformance with this regulation will be submitted and reviewed for possible exceptions pursuant to the WDOC policy regarding religious activities.

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

- m. Medically authorized items must be approved in writing by the authorized health care provider through the security manager/designee. This written authorization shall have a review/expiration date of no more than one (1) year, and shall be retained in the offender property file. The offender shall keep a copy of the authorization.
- n. The items on the commissary list shall not conflict with the items on the list of authorized property.
 - (1) All items purchased by an offender must be done so through the institution/facility commissary or authorized vendor unless housed at a Community Corrections Center.
 - (2) Items once sold in the commissary or by an authorized vendor that are no longer authorized may be considered contraband. If the item is declared contraband and the offender can provide proof of purchase, the item will be sent out to an address provided by the offender at the offenders expense, donated or destroyed.
- o. When an offender is discharged or released on parole, the property will be inventoried. State issue property will be returned to stock. Property the offender fails to take upon release will be considered abandoned property.
- p. Offenders will not be permitted to sell, trade or give away their personal property.
- q. Upon an offender's death, the offender's property will be immediately inventoried and placed in property storage. The deceased offender's property will be handled according to institutional/facility policy.
- r. Offenders who are transferred to an out of

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006</p> <p>Section 3.0</p> <p>Part III</p>
--	---------------------------------------	---

state correctional institution/facility, at the request of the WDOC, will be required to send out all property not permitted at the receiving institution/facility.

- s. Upon release from the WDOC Division of Institutions, the individual offender property file shall be returned to either the Wyoming State Penitentiary or the Wyoming Women's Center for retention, as appropriate.

VI. Training Points

Staff shall demonstrate they have read and understand the application of the offender property standards by answering the following questions:

- A. Why is effective control of offender property important to the overall management of the correctional institution/facility?
- B. Explain the difference between personal and state issued property.
- C. Define what constitutes contraband.
- D. What procedures must be used when confiscating offender property?
- E. When an offender is regressed, what is done with the offender's property?
- F. Does an offender have to be present when his/her property is inventoried?
- G. Who has the authority to issue hobby craft items to offenders?
- H. What are the proper steps for completing an offender inventory?
- I. What are the rules surrounding offender property storage and disposition?

<p>STATE OF WYOMING DEPARTMENT OF CORRECTIONS</p> <p>Policies & Procedures</p>	<p>Title: Property Control</p>	<p>Policy # 3.006 _____</p> <p>Section 3.0 _____</p> <p>Part III _____</p> <p>_____</p>
--	---------------------------------------	--

- J. What procedure should be followed by an offender who has had property stolen, lost, or damaged?
- K. What must an offender have in order to obtain and retain medical type items in his/her cell?
- L. When an offender is released or discharged on parole, what procedure will be followed in closing out his/her property?

WDOC OFFENDER PROPERTY MATRIX

					Custody level						
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX						
Personal Items					M	F					
C	1.	Watch - 1 value \$25 or less			M	F			X	X	X
C	2.	Key chain - 1			M	F			X	X	X
C	3.	Coffee mug - 1 (16 oz. max)			M	F	X	X	X	X	X
C	4.	Board games - 1 (i.e., checkers, monopoly)			M				X	X	X
C	5.	Hangers - 12 plastic			M	F			X	X	X
C	6.	Padlock - 1			M	F			X	X	X
C	7.	Photo album - 1, 20 photo capacity			M	F			X	X	X
	8.	Playing cards - 2 decks			M			X	X	X	X
	9.	Rings - 2 as authorized (max value of \$25.00 per ring)			M	F	X	X	X	X	X
C	10.	Spoon - 1 plastic			M	F			X	X	X
	11.	Wallet - 1			M				X	X	X
	12.	Eye glasses - 2 pair RX only			M	F	X1	X1	X	X	X
	13.	Sunglasses - 2 pair as authorized			M	F			X	X	X
	14.	Hair Curlers - 1 set-non electric				F			X	X	X
	15.	Prosthesis as prescribed			M	F	X	X	X	X	X
	16.	Contacts RX clear only			M	F	X	X	X	X	X
C	17.	Shoe laces - 1 pair as authorized			M	F			X	X	X
C	18.	Shoe polish			M	F			X	X	X
	19.	Calendar - *shall contain no metal or staples-glued only			M	F		X*	X	X	X*
	20.	Jewelry box				F				X	
	21.	Earrings - 2 sets (value of \$5 per set)				F			X	X	X5
	22.	Necklaces - 1 (value of \$10)				F			X	X	X5
C	23.	Barrettes/clips/hair combs				F			X4	X4	X10
C	24.	Make up - type and amount restricted				F			X	X	X
C	25.	Small plastic bowl - 16 oz with optional lid			M			X	X	X	X

WSP-A; WHF-B; WHCC-C; WWC-D
 C=CANTEEN/COMMISSARY
 S=STATE WILL ISSUE

THE STATE WILL ISSUE ALL SEGREGATION ITEMS
 † =May be purchased from an authorized vender, must be pre recorded
 Page 1 of 16

					Custody level							
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION	
ITEM				SEX								
Personal Items Continued												
	26.	Photographs	M	F	10	10	20	20	20	10	XA 5 only	
C	27.	Sewing kit (blunt-tip scissors only)	M	F			X	X	X			
0	28.	Rug (up to 3 X 5 in size)	M						X			
			</									

					Custody level						
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX						
C	1.	Ash tray - 6" max. plastic (WSP & CAC only)	M				X	X	X		
C	2.	Cigars - 12 in possession	M			X	X	X	X	X	
C	3.	Cigarettes - 2 cartons in possession	M			X	X	X	X	X	
C	4.	Cigarette papers - 2 packages	M			X	X	X	X	X	
C	5.	Cigarette roller - 1 plastic approved	M			X	X	X	X		
C	6.	Lighters - 1 disposable	M			X	X	X	X	X	
C	7.	Pipe - 2	M				X	X	X		
C	8.	Tobacco/can or package - 1 in possession	M			X	X	X	X	X	
C	9.	Tobacco - chewing - 12 total	M			X	X	X	X	X	XA
		-Combination of the above is not to exceed 24 total of any combination of tobacco products									
C	10.	Pipe cleaners - 1 package	M				X	X	X		
	11.	Pipe filters - 1 package	M				X	X	X		
Religious Items											

						Custody level						
						RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX							
	1.	Religious articles may be ordered with prior approval of the Chaplain and security manager. Religious articles cannot exceed \$50.00 in value. Religious medallions cannot exceed 1 ½" in length and diameter. All books, reading material, and religious articles must fit within a 1 cubic foot box.	M	F	X	X	X	X	X	X	X	
Publications & Writing Materials												

					Custody level							
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION	
ITEM				SEX								
C	1.	3 ring binder - 2 (1" plastic ring only 8 ½" x 11")	M	F			X	X	X			
C	2.	Envelopes - 25 blank in possession (may have postage)	M	F	X10	X10	X	X	X		X10	X10
C	3.	Pencils - 10	M	F			X 1D	X	X			
C	4.	Pens - 10	M	F			X	X	X			
	5.	Pens, security state issue - 1	M	F	X	X	X 1D				X	X
	6.	Personal letters - 25	M	F	X10	X10	X	X	X		X10	X10
C	7.	Notebooks - 2 non-metal	M	F			X	X	X			
C	8.	Typing/writing paper - 1 pad	M	F	X	X	X	X	X		X	X
	9.	Legal material in cell must fit in a box (2 cubic feet box)	M	F	X	X	X	X	X		X	X
	10.	Magazines - 6 in possession in cell	M	F		XA D2	X	X	X		XA D2	
	11.	Newspapers - 6 in possession in cell	M	F		XA D1	X	X	X		XA D1	
C	12.	Dictionary - 1	M	F		XA	X	X	X		XA	
	13.	Books - 8 (excludes Bible or religious book)	M	F			XD 4	X	X		XA D2	
	14.	Books - educational as authorized and needed	M	F	X	X	X	X	X		X	X
	15.	Address book - 1 (non-metal)	M	F	X	X	X	X	X		X	XA
	16.	Pencil sharpener - 1 plastic	M				X	X	X			
C	17.	Ruler - 1 plastic 12"	M	F			X	X	X			
C	18.	Scotch tape - 1	M	F			X	X	X			
C	19.	Filler notebook paper - 1 package	M	F			X	X	X			
C	20.	Eraser - gum - 1 block	M	F			X	X	X			
C	21.	Glue - 1 stick non-toxic	M	F			X	X	X			
C	22.	High lighter - 1 non-toxic	M	F			X	X	X			
Publications & Writing Materials Continued												

					Custody level						
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX						
C	23.	Greeting cards - 10 total	M	F			X	X	X		
C	24.	Typewriter ribbons - 2	M	F			X	X	X		
C	25.	Correction tape	M	F			X	X	X		
Hygiene - Toilet Articles											

					Custody level						
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX						
	1.	Aftershave non-alcohol	M				X	X	X		
t	2.	Hair brush - 1	M	F			X	X	X		X
t	3.	Comb - 2 (non metal) 7" max length	M	F	X1	X1S	X	X	X	X1S	X1S
t	4.	A. Contact solution - 1 max B. Contact solution disinfectant - 1 C. Contact solution enzymes - 1	M	F	X	X	X	X	X	X	X
t	5.	Dental floss - 1 non-was	M	F			X	X	X		
t	6.	Deodorant - 1 non-alcohol/non-aerosol, plastic container	M	F	X	X	X	X	X	X	X
t	7.	Hand/body lotion - 1	M	F	XD	X	X	X	X	XD	X
t	8.	Shampoo/hair conditioner - 1	M	F	XD	XD	X	X	X	X	X
t	9.	Hair gel - 1 non-alcohol, non-flammable	M	F	X	X	X	X	X	X	
t	10.	Mirror - 1 plastic 6"	M	F			X	X	X		
t	11.	Mouthwash - 1 non-alcohol	M	F			X	X	X		
t	12.	Nail clippers - 1	M	F			X	X	X		
t	13.	Powder, body - 1	M	F			X	X	X		
t	14.	Powder, food - 1	M	F			X	X	X		
t	15.	Razors - 10 disposable in possession	M			X1S	X	X	X	X1S	XA1 S
t	16.	Soap - 2 bars	M	F	X1	X1	X	X	X	X1	X1S
t	17.	Soap dish - 1 clear soft plastic	M	F	X	X	X	X	X	X	
t	18.	Toilet paper - 2 rolls	M	F	X1S	X1S	X	X	X	X1S	X1S
t	19.	Tooth brush - 1	M	F	X	X	X	X	X	X	XS
t	20.	Tooth brush holder or case - 1 (soft plastic)	M	F	X		X	X	X		
t	21.	Toothpaste - 2 tube in possession	M	F	X	X	X	X	X	X	XA1 S XD1 S
Hygiene - Toilet Articles Continued											
t	22.	Tweezers - 1	M	F			XD	XD	XBCD		

					Custody level							
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION	
ITEM				SEX								
t	23.	Vaseline - 1 plastic container	M	F			X	X	X			
t	24.	Shaving gel - 1 tube	M		X	X	X	X	X	X		
t	25.	Shaving cream - 1 tube/can	M			X	X	X	X	X	X	XAS
t	26.	Facial tissue - 1 box	M	F			X	X	X			
t	27.	Sun block - 1 plastic bottle	M	F			X	X	X			
t	28.	Cotton balls		F			X	X	X			
t	29.	Sanitary napkins		F	X	X	X	X	X	X		XD3
t	30.	Lip balm - 1 plastic tube	M	F		XA	X	X	X	XA		
t	31.	Clearasil pads - 1 box	M	F			X	X	X			
t	32.	Order eaters - 2 pair	M	F			X	X	X			
t	33.	Perfume non-alcohol, pump		F				X	X			
t	34.	Hair pick - 1 plastic	M	F		XA	X	X	X	XA	XA	
t	35.	Hair care articles as authorized		F			X	X	X			
Cleaning Materials												
C	1.	Fabric softener as authorized	M	F			X	X	X			

[illegible]

WSP-A; WHF-B; WHCC-C; WWC-D
C=CANTEEN/COMMISSARY
S=STATE WILL ISSUE

					Custody level						
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX						
C	2.	Cable connectors - 1	M	F		XA	XA	X	X	XA	
C	3.	Cable wire - 1 as authorized	M	F		XA	XA	X	X	XA	
t	4.	Cassette tapes - 20 total alone or combined with compact discs	M	F			X	X	X		
t	5.	Compact discs - 20 total alone or combined with cassette tapes	M	F			X	X	X		
C	6.	Calculator - 1 pocket/battery/solar	M	F			X	X	X		
C	7.	Cassette compact combination player - 1 (max. 27" with speakers attached)	M	F			X	X	X		
C	8.	Clock or clock radio - 1	M	F			X	X	X		
C	9.	Cassette/compact disc case - 1	M	F			X	X	X		
C	10.	Coffee pot 1 - 12 cup plastic max.	M	F			XA	XA	X		
C	11.	Fan - 1 - 6" / 9" / 10"	M				X	X	X		
C	12.	Electric razor or beard trimmer - 1	M	F			X	X	X		
C	13.	Ear buds - 1 set (mandatory for all audio equipment) Headphones - 1 set	M	F		XA	X	X	X	XA	
C	14.	Lamp - 1 clip on goose neck/no fluorescent	M	F			X	X	X		
C	15.	T.V. - 1 - 13" with remote permissible	M	F		XA	X	X	X	XA	
C	16.	Typewriter - 1 as approved	M	F			XA	X	X		
C	17.	Surge protector - power strip - 1 - 6 outlet	M	F			X	X	X		
C	18.	Batteries 9V - one 2 pack	M	F			X	X	X		
C	19.	Batteries AA - one 2 pack	M	F		XA	X	X	X	XA	
C	20.	Batteries AAA - one 2 pack	M	F			X	X	X		
C	21.	Batteries C - 10 max.	M	F			XB CD	XB CD	XBCD		
C	22.	Batteries D - 10 max.	M	F			XB CD	XB CD	XBCD		
Electrical Items Continued											
C	23.	Batteries watch one extra	M	F			X	X	X		
C	24.	Walkman cassette/disc-am/fm	M	F					X		

WSP-A; WHF-B; WHCC-C; WWC-D
C=CANTEEN/COMMISSARY
S=STATE WILL ISSUE

THE STATE WILL ISSUE ALL SEGREGATION ITEMS
t =May be purchased from an authorized vender, must be pre recorded
Page 11 of 16

					Custody level							
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION	
ITEM				SEX								
	3.	Pants, denim - 3 pairs	M	F			X	X	X			
	4.	Shirts as authorized - 3	M	F			X	X	X			
	4a.	Color code per classification: Lavender = ITU Green = Minimum Red = Medium Light Blue = Close Yellow = R&A, TRANSIT and DISP BC Orange = Maximum White = Death Row	M	F	X	X	X	X	X	X		
	5.	Shoes as authorized (no steel toes)	M	F	X	X	X	X	X	X	X	XD tennis shoes
	6.	Socks - 3 pair	M	F	X1D3	X	X	X	X	X	X	X
	7.	Undershorts - 3 pair	M		X	X	X	X	X	X	X	X
	8.	Undershirts, thermal - 2 as needed	M	F			X	X	X			
	9.	Undershorts, thermal - 2 as needed	M	F			X	X	X			
	10.	Brassiere - 3 total		F	X	X	X	X	X	X	X	X
	11.	Panties - 3 pairs		F	X	X	X	X	X	X	X	X
	12.	Coat - 1 (NO NAVY OR BLACK) Color to match classification	M	F	X	X	X	X	X	X		
	13.	Sheets - 4	M	F	X	XA D2S	X	X	X	XA D2S	XAD 2S	
	14.	Blankets - 3 as authorized	M	F	X	XS	X	X	X	XS	XS	
	15.	Towels - 4	M	F	X	X2S	X	X	X	X2S	X1S	
	16.	Washcloths - 4	M	F	X	XA D2S	X	X	X	XA D2S	XAD 2S	
	17.	Pillow - 1	M	F	XS	XS	XS	XS	XS	XS	XS	
The State <u>may</u> issue continued												
	18.	Pillowcase - 2	M	F	XS	X1S	XS	XS	XS	X1S	X1S	
	19.	Bath Robe (no black or navy)		F	X	X	X	X	X	X	XD	
	20.	Nightgown - 2		F	X	X	X	X	X	X	X	

					Custody level						
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX						
	21.	Slippers/thongs - 1 (Disciplinary segregation can only have slippers)	M	F	X	X	X	X	X	X	X
	22.	Laundry bag (as needed)	M	F	X	XA 2	X	X	X	XA 2	XA2
	23.	Undershirts (as needed)	M		X	X	X	X	X	X	X
	24.	Sweater (no black or navy)		F	X	X	X	X	X	X	
	25.	Shampoo	M	F	X	X	X	X	X	X	X
	26.	Gloves (as authorized)	M	F			X	X	X		
	27.	Books	M	F		XA 2				XA 2	XA2
	28.	Razor disposable	M		X1	X1S				X1S	X1S
	29.	Uniform to match classification	M	F	X2	XA 3	X2	X2	X3	XA 3	XA3
	30.	Plastic waste basket - 1	M	F	X	XD	X	X	X	XD	
Non-state Issue											
	1.	Bathrobe - 1 (no navy or black)	M	F	XD	XD	X	X	X	XD	
	2.	Belt - 1	M	F			X	X	X2		
	3.	Belt buckle - 1 (2" x 2" tongue type only)	M	F			X	X	X2		

					Custody level						
					RECEPTION & ASSESSMENT	MAXIMUM	P.C./CLOSE	MEDIUM (ITU)	MINIMUM (COMMUNITY CORRECTIONS)	DEATH ROW	DISCIPLINARY SEGREGATION
ITEM					SEX						
4.	Ball cap (no navy blue or black) or stocking hat (orange only) - 2	M	F				X	X	X		
5.	Gloves - 1 pair (as authorized)	M	F				X	X	X2		
6.	Gym clothes gym shorts - 2 light grey gym top - 2 light grey athletic supporter - 1 athletic head band - 2 sweatsuit - 2 (includes jogging suit) light grey	M	F			XA	X	X	X		
7.	Handkerchiefs - 6 white only	M					X	X	X		
8.	Jacket - 1 denim, unlined only	M	F				X	X	X		
9.	Blue denim pants - 5 (combination state or personal total)	M	F				X	X	X		
10.	Slippers, shower - 1 pair	M	F	X		X	X	X	X	X	X
11.	Under shirts - 6 white only (no zipper, no button)	M				X3	X	X	X	X3	X3
12.	Skirts/slacks/jacket combos - 2 (substitute for denims or dresses)		F				X	X	X		
13.	Shirts, button - 5 (combination state or personal, must match classification color code)	M	F				X	X	X		
14.	Shoes - 2 pair max/includes tennis (no steel toes)	M	F	X1		X1	X	X	X3	X1	
15.	Socks - 9 pair (total combination state or personal)	M	F	X3		X3	X	X	X	X3	
16.	Undershorts - 9 pair (total combination state and personal)	M		X6		X6	X	X	X	X6	
17.	Panties - 9 pair (total combination state and personal)		F	X3		X3	X	X	X	X3	
18.	Neck scarves - 2 (as authorized)	M	F						X		
19.	Thermal top - 3 (total state or personal, white or natural)	M	F			X1	X	X	X	XA	XA
20.	Thermal bottom - 3 (total state or personal, whit or natural)	M	F			X1	X	X	X	XA	XA
Non-state issue continued											
21.	Slip - 1		F				X	X	X		
22.	Makeup as authorized		F				X	X	X		
23.	Bras - 5 (total state and personal)		F	X3		X3	X	X	X	X2	X2

